CAC/PKI USER REFERENCE CARD

Sending Digitally Signed Messages
1. Insert your CAC into the card reader.
2. From **Outlook**, click **New Mail Message**. The **To**: address can be from Global, Personal, or Contacts address lists.
3. Type your message. Select the Red Ribbon icon.
4. Click **Send**. If prompted, enter your PIN and click **OK**. The icon appears on the Sent messages envelope.
5. Check **Sent Items** to confirm.
   Note: Both PKI and non-PKI recipients can read digitally signed messages.

Sending Digitally Signed/Encrypted Messages (with Imported Certificate)
1. Insert your CAC into the card reader.
2. From **Outlook**, click **New Mail Message**. The **To**: address *must* come from the Contacts Folder. Select the addressee from Contacts.
3. Type your message. Select the Blue Lock and Red Ribbon icons.

4. Click **Send**. If prompted, enter your PIN and click **OK**.
5. Verify that appears in **Sent Items**.

Receiving Digitally Signed/Encrypted Messages
1. From **Outlook**, click **New Mail Message**. A prompt requests your CAC and PIN.
2. Enter your PIN. Click **OK** to read your message. The Blue Lock and Red Ribbon icons represent digital signature and encryption.

Retrieving PKI Public Keys from Digitally Signed/Encrypted Messages
1. A received signed and/or encrypted message shows an icon(s) in the window header.
2. Right-click the sender's name on the **From:** line. Select **Add to Contacts** from the menu.
3. Click **Save and Close.** This either adds/updates the sender's PKI Public Key certificate to an *existing* contact OR adds the PKI Public Key certificate to a *new* contact.

setd.support@dms.belvoir.army.mil 1-866-SET-DCAC or 1-866-738-3222

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Downloading PKI Public Keys for a New Contact
1. From **Internet Explorer**, access either: http://dodpki.c3pki.chamb.disa.mil or http://dodpki.c3pki.den.disa.mil.
2. Add address to Favorites. Select **Search the Email Directory Server**. Select **Standard Search**.
3. Enter **Last Name** and click **Search** (names are alphabetic).
4. Click the desired name to show the selected entry.
5. Click **Download Certificate**. Select to **Save** file to disk.
6. In the **Save As** window - type the public key filename. Enter: **LastNameFirstNameInitial.cer** (ex: JonesJ.cer)
7. Click **Save.** After download, click **Close**.
8. Click the **Email Address** on the Directory search page to open a new message. After a moment, the **To:** field address

becomes underlined.
9. Right-click the name in the **To:** field and select **Add to Contacts**.
10. Fill in any Contact information. Click the **Certificates** tab.
11. Click **Import**, select the downloaded/saved .cer file, and click **Open**. The certificate imports to the Certificates window.
12. In the Contacts window, select **Save and Close**. Verify the contact exists.
   Note: Save **.cer** files to floppy disk or email to import to other PCs.

DMS Users
1. Verify DMS icons are featured in color (not grayed) for PKI messages.
2. Click **DMS Convert Message Button** to turn on DMS icons for PKI messages. This applies to New, Reply, and Forwarded messages. (If not, messages convert to an unreadable SMIME.p7m attachment.)

Do you have additional CAC/PKI questions? Call our Helpdesk :

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Product Manager Secure Electronic Transactions - Devices (PM SET-D)